21 Jun 77

2 March 1977

STAT

MEMORANDUM FOR:

THROUGH   : Chief, Information Systems Analysis Staff

FROM   :   STAT

SUBJECT   : ISAS Views on an Agency Classification
                  Program

    While the terms "classification" and "declassification"
are very similar in appearance, their actual meaning or
function is entirely opposite. With this thought in mind,
ISAS takes the position that the classification responsi-
bility for the Agency should be retained by the unit that
presently has it. There are several sound reasons for this
opinion:

    1. ISAS is currently trying to initiate a rather
large and complex 30-Year Declassification Program which
is severely taxing the staff's personnel and resources.
Any new function undertaken at this time, such as a
classification program, could not be given the time and
attention that it deserves.

    2. ISAS has no real background or available knowledge
to assume the Agency's classification project without
starting from scratch. Therefore, rather than disrupt the
present program, ISAS believes that the current unit should
retain the function.

    3. Since DDA has already split the declassification
function within the Agency between IPS (FOIA) and ISAS
(30-Year Declassification), (and thereby nullifying the
IG's recommendation), ISAS believes that if there is a
desire by Agency management to have a combined classi-
fication/declassification program, this would be best
served under IPS. This is a logical conclusion since IPS
deals with current declassification matters and is thus
more in tune with classification problems than would be
the 30-Year Declassification group.

In short, ISAS strongly believes that due to its present tasks and resources, it could not give the Agency the kind of classification program that it needs and deserves.

STAT
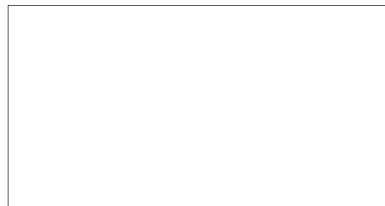
Distribution:
  Orig - Adse
      1 - C/ISAS
      1 - ISAS/RRB

DDA/ISAS/RRB [   ] (2 Mar. 77)

STAT

-2-

21 Jun 77

WHAT A SECRETARY SHOULD KNOW ABOUT SECURITY CLASSIFICATION

Topic: National Security Classification System
Purpose: To impart a basic understanding of what it is and how it is used
Audience: Secretaries to officers with classification authority
Time:
Q&A time:

I. Background & Basic Principles of the System
   A. Why the need for classification?
      1. Rights of citizens for government information
      2. Responsibilities of a government to protect its secrets
      3. DCI responsibility for sources & methods protection (CIA Act
          of 1947 states ". . .)
      4. Purpose and background of Executive Order 11652

   B. What is national security classification?
      1. Definition
      2. Classification categories and their meaning
      3. Explain differences between control markings, classification
          and dissemination controls to limit access (codewords)

   C. Who may classify information?
      1. Top Secret authority and delegation of authority.
      2. Secret and Confidential authority and delegations of authority
      3. Guiding principles for classifiers
          (a) concept of challenging classification decisions
          (b) concept of personal responsibility of classifiers
          (c) concept of conscious decisionmaking

   D. How long does document classification last?
      1. General Declassification Schedule
          (a) definition and explanation
          (b) time restrictions of the General Schedule
          (c) review of examples (DDI publications)
      2. Exemptions to the General Schedule
          (a) explanation of four exemptions
          (b) time restrictions
              (1) requirement for mandatory review
              (2) requirement for 30=year review
          (c) review of examples (S&M information)

II. Procedures for Classifying
   A. What is the general guidance?
      1. Information relating to cover installations and employees under
          cover.
      2. Information relating to foreign intelligence
      3. Information relating to S&T projects
   B. Where are markings placed?
      1. Individual pages, bound publications
      2. Transmittal documents
      3. Other media (film, magnetic tapes, etc.)

Footnote: Restate Guiding Principles for Classifying Officers (IC3) above

21 Jun 77

WHAT OFFICERS WITH NATIONAL SECURITY CLASSIFICATION AUTHORITY
SHOULD KNOW ABOUT THE SYSTEM

Topic: National Security Classification System
Purpose: To impart a basic understanding of what it is and how it is used
Audience: Officers with classification authority or those interested in classification mgmt.
Time:
Q&A time:

I. Background & Basic Principles of the System
   A. Why the need for classification?
      1. Rights of citizens for government information
      2. Responsibilities of a government to protect its secrets
      3. DCI responsibility for sources & methods protection (CIA Act
         of 1947 states ". . .)
      4. Purpose and background of Executive Order 11652

   B. What is national security classification?
      1. Definition
      2. Classification categories and their meaning
      3. Explain differences between control markings, classification
         and dissemination controls to limit access (codewords)

   C. Who may classify information?
      1. Top Secret authority and delegation of authority.
      2. Secret and Confidential authority and delegations of authority
      3. Guiding principles for classifiers
         (a) concept of challenging classification decisions
         (b) concept of personal responsibility of classifiers
         (c) concept of conscious decisionmaking

   D. How long does document classification last?
      1. General Declassification Schedule
         (a) definition and explanation
         (b) time restrictions of the General Schedule
         (c) review of examples (DDI publications)
      2. Exemptions to the General Schedule
         (a) explanation of four exemptions
         (b) time restrictions
             (1) requirement for mandatory review
             (2) requirement for 30=year review
         (c) review of examples (S&M information)

II. Procedures for Classifying
    A. What is the general guidance?
       1. Information relating to cover installations and employees under
          cover.
       2. Information relating to foreign intelligence
       3. Information relating to S&T projects
    B. Where are markings placed?
       1. Individual pages, bound publications
       2. Transmittal documents
       3. Other media (film, magnetic tapes, etc.)

III. Procedures for Declassification
    A. Who may declassify documents?
    B. When does declassification occur?
       1. In response to a Freedom of Information or Privacy Act Request
       2. In response to a Congressional inquiry
       3. In response to an Executive Order 11652 mandatory review request
       4. In the 30 Year Review process
    C. How can I tell if a document has been downgraded or declassified?
    D. What markings are made on declassified documents so that I will know they have been changed?

IV. Key Issues in Classification Management (Guided Discussion)
    A. Is the requirement for a "systematic review" practical?
    B. Can sources & methods be 'scheduled' for declassification at a determined date?
    C. Is paragraph marking a useful solution to the derivative classification problem? Would it help the analyst? Would it hinder an originator?

Page Denied

Next 2 Page(s) In Document Denied